LoopUp Quick Start Guide for Delegates
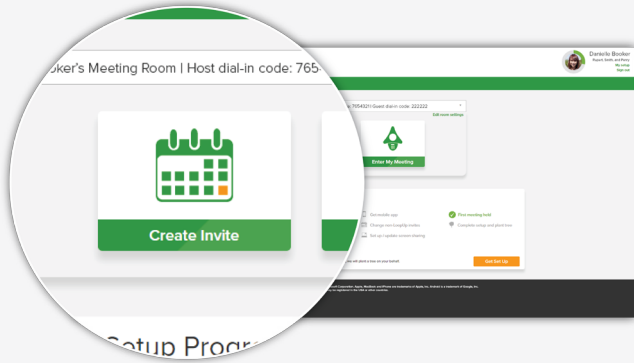## Using my.loopup.com

LoopUp makes it easier to schedule, join and control remote meetings. One-click screen sharing and integration with tools you use every day enable better, more productive collaboration.

Delegates are users that schedule, start and control remote meetings on behalf of others.


Invite

○ Sign in to my.loopup.com

○ Select the host's meeting room

○ Click **Create Invite**

○ Add or remove dial-in numbers if needed

○ Create a calendar invite or copy the invite to send to guests

You'll only need the host dial-in code if the host is dialing into the call rather than clicking the link. If so, check 'Include host dial-in code' when creating an invite.
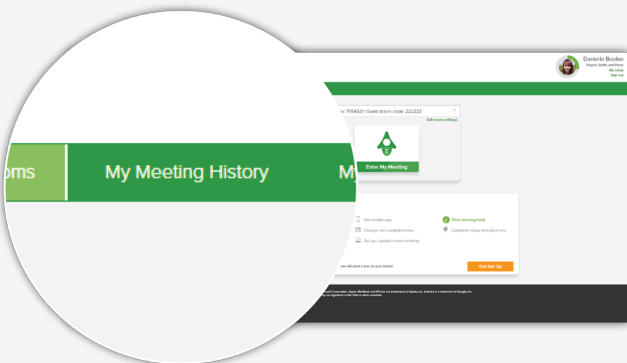
Start a Meeting for the Host

○ Sign in to my.loopup.com

○ Select the host's meeting room

○ Click Enter My Meeting

○ Enter the host's name and phone number

○ Click **Call Me Now**
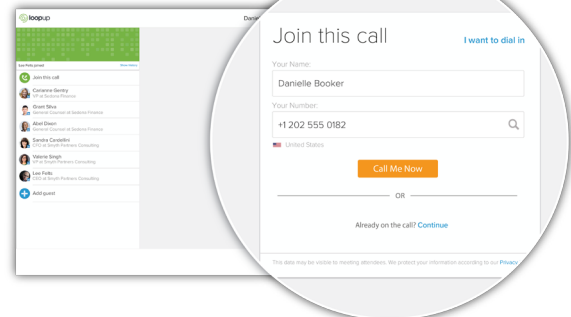
You can remain in the meeting with access to host controls, if needed.

Meeting History and Billing Codes

○ Sign in to my.loopup.com and click My Meeting History

○ View meeting history for everyone you manage

○ Assign billing codes to meetings as needed

For security reasons, you can't access meeting recordings for the host. They will need to sign in to my.loopup.com to access their recordings.